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CITIZEN ADVISORY TASK FORCE

Present:

Mike Kelley, Assistant Director of Operations
John Kirby, Kirby Engineering
Pat Primrose
Xerxes Snell

Also Present:

Tanja Gerhartz, Economic Development Director
David Fox, Fred Fox Enterprises
Steve Pash, Senior Planner
Kathy Rathel, Recording Secretary

**MEETING MINUTES
CITIZEN ADVISORY TASK FORCE
JUNE 9, 2014**

David Fox of Fred Fox Enterprises called the meeting of the City of Winter Garden Citizen Advisory Task Force to order at 4:15 p.m. in the City Hall Commission Chambers. The roll was called and a quorum was declared present.

UPDATE ON CDBG HOUSING PROGRAM

David Fox started the meeting stating that the City applied for \$750,000 in grant funds several months back to rehabilitate or replace 12 homes for low to moderate income homeowners with four being at 50% of area median income and two of the four being at 30% of area median income. The grant will constitute \$738,500 in construction funds with \$24,000 available for temporary relocation. It is a 24 month contract for the City to spend the funds. Initial application was to get qualified applicants, from there a ranking was done and a full application was sent to the top 15. The purpose of the grant was to bring these properties up to code and for Health and Safety issues not just for beautification purposes. The 12 homes to be addressed must be owner occupied, within the city limits, low to moderate income, mortgage in owner's name, and current on the mortgage and any liens, taxes, etc.

DISCUSSION ON CONFLICT OF INTEREST FOR CDBG HOUSING PROGRAM

Mr. Fox handed out Conflict of Interest Verification forms to the members and had them verbally acknowledge whether there were any conflicts as each of the 35 clients' owner names, occupants and addresses were read. Only two had possible conflicts; #9-Annie Noble, a member of Pastor Snell's church, and #22-George Jones, the father of a client (George Jones, Jr.) of John Kirby and also the father of the City's Building Official. The board members signed and Customer Service Representative Rathel witnessed the forms.

RANKING OF CDBG HOUSING APPLICANTS

Mr. Fox explained how the ranking was applied and the priority given to each applicant based on information provided by the applicants. Mattie Wilson, the first ranked applicant is currently working with Legal Aid to get the mortgage into her name. The Board agreed to allow Mattie Wilson an additional 30 days to get this completed.

Motion by Pat Primrose to allow 30 additional days for Mattie Wilson. Seconded by John Kirby the motion carried unanimously 4-0.

Mr. Fox reviewed the ranking list with the Board and possible cost estimates for the repairs.

Motion by Mike Kelley to approve the ranking as presented. Seconded by John Kirby the motion carried unanimously 4-0.

COMMENTS

Mr. Fox informed the Board that the next step was to go in front of the City Commission but he was going to personally contact the three applicants that did not return their applications out of the top 15 sent and, if they were still not interested, have them sign a 'Non Participant' form.

As the Third Party Verifications continue the applicants eligible may change and emails will be sent individually to each Board Member to keep the Board updated.

ADJOURNMENT

John Kirby moved to adjourn the meeting and was seconded by Mike Kelly. The meeting adjourned at 4:55 p.m.